

# **SUMMARY OF CHANGES**

## **POLICY FOR USE OF PURCHASING/PAYMENT DOCUMENT TYPES**

Date Issued	10/31/2014
Changes Summarized	7/1/13 – 10/31/14

### **Purpose**

The purpose of this document is to summarize changes made to the policy for use of purchasing / payment document types. This document includes the changes from July 1<sup>st</sup>, 2013 to December 31<sup>st</sup>, 2013. The next review is expected to be completed after June 30<sup>th</sup> 2014

### **Page 1:**

#### **Purpose**

Removed second sentence related to refunds of prior year revenue

Added a new paragraph that defines the Strategic Sourcing Plan, referenced the State Procurement Code and included a definition of procurement

#### **Footnote**

Added a footnote 1 to reference the SC Procurement Code

### **Page 2:**

#### **Purchase Orders**

Modification to paragraph 1 in the sentence that discussed use of purchase order

Modification to paragraph 1 the last sentence added for the Strategic Sourcing Plan

Modification to paragraph 3 to include a 5<sup>th</sup> category of lease purchase orders

#### **Standard Purchase Orders Document Type**

Modification to the definition of Standard PO for new functionality of SRM

Remove the default for Standard PO for new functionality of SRM

### **Page 3:**

#### **Standard PO document types**

Move standard document types ZCAP and ZOPE to a separate category for lease document types

### **Page 5:**

#### **Blanket Purchase Order Document Types**

Added the sentence regarding agency's responsibility for internal controls

In # 1 a new screen print has been added to show blanket PO hard-stop edit

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### **POLICY FOR USE OF PURCHASING/PAYMENT DOCUMENT TYPES**

In # 2 a new screen print has been added to show AP invoice hard-stop edit

#### **Page 7:**

##### **Lease Purchase Order Document Types**

New category of Lease PO type moved from page 3 and added as a separate category

First Paragraph includes the definition of a Lease Purchase Order

Second Paragraph includes the SCEIS characteristics of a Lease PO

ZCAP and ZOPE moved from page 3 Standard PO and added to the Lease PO category

#### **Page 8:**

##### **Framework Purchase Order Document Type**

The second paragraph has been modified to include the new functionality of a Framework PO

The first bullet under the second paragraph has been modified if “Unknown” Account Assignment is selected

The third bullet has been modified to include value limit and expected value

The fourth bullet has been modified to remove the parenthesis of not being able to use multiple account assignments

Modification added to the third paragraph regarding approvals required

Modification to the table for FO Framework Document Type to remove the reference to the funds reservation

#### **Page 9:**

##### **Inventory Purchase Order Document Type**

First and second bullets include modifications to wording

Third bullet added PR converted to shopping cart for new functionality of SRM

#### **Page 10:**

**Direct Payments – Items generally removed from the exceptions list (allowed to be paid as a direct pay) were either exemptions from the SC Procurement Code or by definition these items are not procurements as defined by the Procurement Code ( Section 11-35-310(24))**

- Replaces Goods & Services with Supplies & Services; Link was added for current list of exemptions from the procurement code
- Delete claims paid by the IRF as this is not a procurement activity
- Delete grants and allocations as this is not a procurement activity
- Modification to IRF expenses paid to include (trust fund)
- Added Court ordered interpreters
- Expert Witness services as these payments are exempt from the procurement code

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- Court appointed attorneys and reporters as these payments are exempt from the procurement code
- Fees for services of Attorneys approved by the Attorney General's Office as these payments are exempt from the procurement code
- Fuel stipends paid to clients as this is not a procurement activity
- Emergency maintenance has been removed from the list as this is not exempt from the SC Procurement code. Agencies must complete an emergency PO as they encounter such emergencies
- A multi-State disaster preparedness memorandum of agreement as this is not a procurement activity
- Allocation / pass through payments as this are not a procurement activity
- Reimbursements / travel paid to employees as this is not a procurement activity
- Reimbursement of expenses paid to clients as this is not a procurement activity
- Conferences / Training registrations are exempt from the SC Procurement code
- Right of way payments as this is not a procurement activity
- Utilities regulated by PSC (Electric, gas, water / sewer) are exempt from the procurement code
- Payments on general obligation, capital improvement bonds and master lease activity are not a procurement activity
- Petty Cash replenishments as this is not a procurement activity
- Small one-time payments <\$250 has been modified to require the inclusion of the state contract # in the line item text field
- Late invoices after FYE cut-off has been modified to require the inclusion of the state contract # in the line item text field
- Reimbursements paid to technical colleges by the State Board of Technical and Comprehensive Education as this is not a procurement activity
- Modification to the Funds Reservation paragraph to remove the reference to the use of funds reservations in lieu of Framework PO.

#### **Page 11:**

##### **State Purchasing Card**

Removed the term equipment in the first sentence

Added statement regarding the use of P-card for small purchases

Removed sentence regarding P-card contractor (BOA)

Added sentence regarding the requirement to input the state or agency contract number in WORKS

Added the last sentence in the paragraph stating that the Code is still applicable when using the P-Card